

## **EMERGENCY MEDICAL SERVICES OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class comprises positions in the Emergency Medical Services (EMS) of the Fire Department, the major duties of which include assisting the Assistant Chief of Emergency Medical Services in monitoring EMS programs, policies, and procedures, and overseeing the department's Continuous Quality Improvement (CQI) Program. Emergency Medical Services Officers observe, document, and review all aspects of EMS operations, including individual and system clinical performance; division records; and radio transmissions, to assure conformance with accepted medical and EMS protocols. This class is non-supervisory in nature; however, employees of this class observe and make recommendations for maintaining competency of all EMS personnel, and provide counseling and instruction in order to assure compliance with established standards. Emergency Medical Services Officers work with a high degree of independence, reporting to and having work reviewed by the Assistant Chief of Emergency Medical Services.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Keeps informed on modern methods of emergency medical work, and any local situations which Emergency Medical Services may be called upon to respond. Participates in the development of quality improvement policy and programs for fire department emergency medical services, and makes recommendations to the Assistant Chief of Emergency Medical Services. Participates in the development of policy and procedures manuals for EMS and EMS training. Reviews licenses and certifications required of EMS personnel to assure compliance with requirements. Investigates complaints against EMS personnel and formulates a recommendation for reply to the complaint or action to be taken. Gathers information as directed by the Assistant Chief of Emergency Medical Services which may be requested by courts, attorneys, or other authorized persons regarding EMS incidents or suits.

Personally completes, and supervises the preparation and maintenance of emergency medical services forms, records, and reports such as patient care records; narcotics inventory records; equipment records; and daily EMS reports. Writes narrative reports on any areas related to the operation of EMS or to the training of EMS personnel, including operational

reports, statistics, trends, requests, proposed legislation, and changes in local ordinances. Conducts EMS run (chart) audits to assure proper documentation by EMS personnel in accordance with accepted medical and EMS protocols. Reviews electronically stored records, such as communication tapes to assure compliance with established procedures. Completes Continuous Quality Improvement (QCI) Variance Report for review by the Quality Review Board. Reviews official correspondence and responds by letter, phone, or personal contact.

Promotes a positive public image of the fire department and the Emergency Medical Services Division. Communicates with other medical professionals and the public, dealing with complaints, answering questions, and discussing division operations or training. Serves as liaison between fire service medical operations and area hospitals. Coordinates the work of the division with other government and public safety agencies on projects of mutual concern. Coordinates and schedules EMS attendance at special public events.

Supervises the general care, maintenance, and use of EMS communications equipment, apparatus and equipment, and other related property. Conducts inspections of equipment and supplies to assure compliance with accepted medical practices and standards. Conducts medical inspections of and issues licenses for non-emergency ambulances and ambulance personnel. Maintains control of narcotics inventory and the distribution of narcotics in accordance with the law and established procedures. Recommends the purchase of supplies and equipment in the manner provided by lawful authority, keeping such purchases within the established budget.

Observes and evaluates emergency medical procedures at the emergency scene in order to correct errors or to incorporate needed changes into the training program. Discusses performance with EMS personnel and their superiors. Works with medical experts and training division personnel to critique field operations. Evaluates effectiveness of training to determine the need for additional training or for changes in the training program by analyzing the results of training tests. Evaluates the clinical work of candidates for intermediate or paramedic-level emergency medical services.

Drives emergency medical vehicles to and from an emergency scene, and transports the sick or injured to a hospital or other emergency care facility. Provides emergency medical care to the sick or injured at the emergency scene, or while in transit to the hospital or other emergency care facility, using communications and medical equipment provided. Participates in rehabilitation sector at fire incidents, and serves as sector officer at mass casualty incidents, as assigned, incorporating the principles of the Incident Command System. Follows triage procedures.

Participates in public education programs, delivering lectures, talks, or demonstrations on EMS safety to local schools and organizations. Assists in the selection of program components and objectives to meet community needs by conducting an inventory of community resources, available materials, and target audiences, and estimating costs and benefits of possible programs. Develops support from businesses for EMS safety programs by providing EMS safety education to employees, or enlisting businesses as sponsors for the department's EMS public education efforts. Participates in the development of public service announcements and news releases related to the Emergency Medical Services.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

Must possess State of Louisiana certification as an Emergency Medical Technician-Paramedic.

Must possess a valid driver's license.

Must not be less than twenty-one (21) years of age.

